

GRANADA SANITARY DISTRICT
OF SAN MATEO COUNTY

504 Avenue Alhambra, Suite 202 ~ P.O. Box 335 ~ El Granada, California 94018
Telephone: (650) 726-7093 ~ Facsimile: (650) 726-7099 ~ Email: gsdsanitary@comcast.net

MINUTES
BOARD OF DIRECTORS MEETING
June 17, 2004

CALL MEETING TO ORDER: The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order at 7:33 p.m.

ROLL CALL: Attending Directors: President Shawn McGraw, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Matthew Clark.

Attending Staff: General Manager Chuck Duffy, District Administrator Gina Holmes, Assistant District Administrator Delia Comito, and District Legal Counsel Jonathan Wittwer.

PLEDGE OF ALLEGIANCE: President Shawn McGraw led those present in reciting the Pledge of Allegiance

ANNOUNCEMENTS: Board President McGraw announced the adjournment of the June 17, 2004 Special Meeting to be resumed immediately after the June 17, 2004 Regular Meeting in order to consider Closed Session Items 2 and 3. Counsel reported that there was no reportable action for Item 1 of the Special Meeting.

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Oath of Office: Swearing in of Board Member appointed to fill position vacancy: Ric Lohman

Mike Ferreira, Mayor of the City of Half Moon Bay, administered the Oath of Office to Ric Lohman. Director Lohman then took his seat on the Board of Directors.

To accommodate members of the public who were present for Action Agenda Item 5, President McGraw reordered the agenda to hear Item 5 next.

5. Consideration of Point Pillar Harbor project and sewer connection permit application.

Frederick Lyon, attorney representing the Point Pillar Project, LLC, indicated the project received final approval for a building permit. He provided the District Board with a copy of a document he stated he had just obtained from the County and which he described as the County Building Department building permit pick-up notice. Legal Counsel Jonathan Wittwer inquired whether Mr. Lyon had with him the copy of the Development Agreement between the County and Point Pillar Project, LLC for District records which Legal Counsel Wittwer had requested on May 26, 2004. Legal Counsel Wittwer also recommended that the Board obtain from Mr. Lyon a copy of the most current plans for the project. The General Manager stated that he would be working with the applicant on a staff level. No action was taken on this item.

2. Consideration of Granada Sanitary District Budget for Fiscal Year 2004/05.

The General Manager presented the District Budget for discussion. The major change in the budget is the loss of \$125,000 in property tax revenues, which represents a 40% decrease over last year, due to the State taking these revenues for use in addressing the State budget crisis. In order to balance the District budget, the General Manager stated that the annual sewer service charge for commercial and residential customers would need to be increased approximately 14%, as shown in the budget provided.

ACTION: Director McGraw moved to approve the GSD fiscal year 2004-2005 budget as presented, including an approximately 14% increase in the annual sewer sewer service charge in order to recoup the amount taken from the District's property tax revenues by the State. (McGraw/Lohman). Approved 5-0.

3. PUBLIC HEARING: Consideration of an Ordinance amending Section 700(04) and 700(05) concerning sewer service charges and rates.

President McGraw opened the public hearing. There were no written or oral comments received from the public on this item. President McGraw closed the Public Hearing.

ACTION: Director Lohman moved to adopt the Ordinance to increase the annual sewer service charge from \$273.50 to \$ 314.00 per ERU, and to increase the commercial charges correspondingly, as shown on the rate sheet provided by the General Manager and attached to these Minutes. (Ord. 156). (Lohman/Clark). Approved 5-0.

4. PUBLIC HEARING: Consideration of a Resolution adopting the Sewer Service Charge Report for Fiscal year 2004-2005 and the Delinquent Garbage Service Charge Report for Fiscal Year 2003-2004, and authorizing the collection of said charges on the San Mateo County Tax Roll.

There were no public or written comments received from the public on this item. The report was not provided in the agenda packet due to the possible change in the sewer service charge, and staff recommended continuing the item to next meeting.

ACTION: Director Woren moved to continue the Public Hearing to the date certain of July 15, 2004, the next regular Board of Directors meeting. (Woren/Pollard). Approved 5-0.

6. Consideration of supplemental information and editorial regarding possible reorganization into a Community Services District.

The Board made several changes to the supplemental information handout and the editorial.

ACTION: Director Woren moved to approve the supplemental handout as amended. (Woren/Clark). Approved 5-0.

ACTION: Director Woren moved to approve the Op-ed piece as amended. (Woren/Clark). Approved 5-0.

CONSENT AGENDA

Director Pollard held the following items for discussion: Consent Agenda Items 7, 12, 14 and 15.

8. Approval of Regular Meeting minutes for May 20, 2004.

9. Approval of June 2004 warrants totaling \$114,738.81 (ck #1577 to #1609).

10. Approval of Administrative Costs Fund distribution #10 for \$3,942.14.

11. Approval of June 2004 Assessment District warrants totaling \$353,152.62 (Checks: #5020 - #5024).

13. Approval of Biannual variance report

ACTION: Director Woren moved to approve Consent Agenda Items 8, 9, 10, 11 and 13. (Woren/Pollard) Approved 4-0-1. (Lohman abstained).

7. Approval of Special Meeting minutes for May 20, 2004.

ACTION: Director Pollard moved to approve the Special Meeting minutes as presented. (Pollard/Woren) Approved 5-0.

12. Approval of April 2004 Financial Statements.

Staff had recommended tabling this item as the financial statement was not prepared in time for the meeting.

ACTION: Director Woren moved to table this item to the next Regular Board of Directors Meeting. (Woren/Clark). Approved 5-0.

14. Approval of Quarterly investment report.

Director Pollard requested a change in wording to the report. The Board action should be *"accept and file"* as opposed to *"no Board action required."*

15. Approval of letter in support of Governor's Local Finance Reform Package

ACTION: Director Pollard moved to approve and direct staff to send the draft letter in support of the Governor's Local Finance Reform Package as presented. (Pollard/Woren). Approved 5-0.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

16. Sewer Authority Mid-Coastside: May 24, 2004.

Director Woren announced the opening of the Surfrider Foundation lab, taking place on Saturday, 6/19/04, at the Princeton Pump Station.

17. Report on other seminars, conferences, or committee meetings.

Director Pollard announced that Mid-Coast Park Lands would be fundraising the weekend of June 26, 2004 at the El Granada post office.

INFORMATION CALENDAR

18. General Manager's Report.

Mr. Duffy reported on his meeting with SAM General Manager Foley regarding Nurseryman's Exchange proposed connection to the District sewer system for disposing of excess runoff during dry weather flow. Mr. Duffy further indicated that he will be meeting with the JPA members and SAM regarding budgeting procedures.

19. Administrator's Report.

District Administrator Holmes reported on the June special Recycle drop-off day sponsored by GSD and Seacoast Disposal.

20. Engineer's Report, March 2004.

Nothing further reported.

21. Attorney's Report.

Nothing further to report.

FUTURE AGENDA ITEMS

ADJOURN REGULAR MEETING: The meeting adjourned at 10:03 p.m.

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Fran Pollard, Board Secretary

Date Approved: July 15, 2004